State of Arizona
Department of Education
Accountability Division

Tom Horne
Superintendent of Public Instruction

Arizona Department of Education
Gifted Education Additional Assistance Funding Grant ARS § 15-779.03

Fiscal Year 2010

Online Application Instructions

Project Period: *July 1, 2009 – June 30, 2010*

Applications Available: **August 24, 2009** (www.azed.gov/gme - through the Common Logon)

Application Due Date: **October 1, 2009**

Eligibility Requirements:
To receive these funds, your district or charter school must:

- Have a current governing board and Arizona Department of Education approved (*submitted for approval prior to July 1, 2009*) Scope and Sequence for Gifted Education Programs as required by ARS § 15-779.02. Grant awards will not be made to districts or charter schools that are not in compliance with this requirement.
  Note: *Please contact our gifted education unit if you are unsure of your current status.*

- Serve all eligible gifted students in grades K-12.

- Submit evidence in your application that teachers who have primary responsibility for teaching gifted students have obtained or are working towards obtaining the gifted education endorsement.

- Submit your application online through the ADE grants management system by:
  October 1, 2009.

Allocation Amount:
Allocations are determined through the following statutory formula (ARS § 15-779.03): $75 per student for 4% of your district's total student count – or $2,000, whichever is greater. This year, the formula has been adjusted to reflect current state budget constraints.
Please refer to the FY10 Allocation List (found as an Application Download File for this grant program) for your district or charter school's exact allocation amount.

Budget Information:
Funds allocated through this program must be used to supplement your gifted education programs, in alignment with your district/school approved Scope and Sequence for Gifted Education Programs. Allowable expenses may include, for example: identification expenses (testing materials), curriculum supplies, student instructional materials, and professional development.

Funds expended through this grant program must be used to **supplement, and not supplant**, monies from other sources (ARS § 15-779.03).

Note that Indirect Costs are not allowed with this grant program.

Capital outlay expenses, when itemized and used to support the gifted program may also be an acceptable use of funds, so long as they are used for **instructional purposes**.

Standard chairs, tables, cabinets, and file drawers are not considered appropriate expenditures.

Please refer to the Uniform System for Financial Records (USFR) to ensure that all your budget expenses are coded correctly. Included as a Fund Alert Download File is a copy of the FY10 Chart of Accounts and Expense Classifications, that may serve as a supplemental guide to assist you in ensuring that items are coded in compliance with the USFR.

FY09 Carryover Funds

FY09 carryover and FY09 interest will be allowed for FY10. If your Completion Report is approved before you submit your grant application, you may include your approved carryover in your initial grant application.

You may also submit an amendment to your approved grant application to include your approved carryover after you receive your approved Completion Report.

REMINDER: The deadline for submission of your FY09 Completion Report is

September 30, 2009.

Your FY09 Completion Report must be submitted online at the Arizona Department of Education Grants Management Enterprise home page at www.ade.az.gov/gme.

Application Instructions
The FY10 application includes both a standard fiscal application and a supplemental section, where our program area will ask you to provide more detailed information and data regarding both your planned expenses for this grant program, and your gifted education program in general. Please be as accurate as possible in providing this supplemental information, as these data are used for both program evaluation and advocacy efforts on behalf of all Arizona public schools to support gifted education programs and services.

Pages required for the gifted education grant include:

Financial Data

1. **Contact Information** – Includes the program contact person's current information.

2. **Line Items** – Itemizes the total dollars allocated to each budget area.

3. **Line Items Description** – Provides specific details regarding how funds in each area will be utilized.

4. **Capital Outlay** – Itemizes and describes items, other than books and software that have a life expectancy of more than one year.

5. **Payment Schedule** – Specifies the months in which allocated funds will be disbursed.

Supplemental Data

1. **Gifted Education Program Narrative Questions** – Includes your Scope and Sequence approval information, brief descriptions of proposed grant activities in general categories, and information regarding your gifted learner identification process.

2. **Gifted Education Programming Options** – Provides a survey of gifted education programming options currently available for gifted students in your district or charter school.

3. **Parent & Community Outreach** – Provides information regarding the status of any current or proposed parent focus groups for gifted education for your district or charter school.

4. **Program Evaluation** – Describes your current plan to evaluate your gifted education program's effectiveness.

5. **Budget Information – Additional Assistance Funds** – Indicates what approximate percentage of allocated funds are being used to supplement gifted education programs and services within the following grade level bands: K-2, 3-6, 7-8, and 9-12.

6. **Total Gifted Education Budget Information** – Provides information on your district or charter school's total gifted education budget for the **2009-2009** school year – to include all funding sources (local, state, and federal) within general categories.

7. **Unused Funding** – Indicates your reason(s) for not fully expending your FY09 allocation (as applicable).

8. **Number of Gifted Students per Grade Levels Served** – Specifies both the number of gifted students and total students in the following grade level bands: K-2, 3-6, 7-8, and 9-12.

9. **Student Demographics (in the Gifted program)** – Specifies gender and ethnicity data for your gifted students and your total student population.

10. **Special Populations Information** – Specifies the number of gifted students, and total students, identified within your district or charter school as qualifying for special education or a 504 plan, have a Primary Home Language Other Than English (PHLOTE), or are currently identified as English language learners (ELL).

11. **Special Populations Identification and Services** – Indicates your district or charter school's identification processes, and models for providing appropriate gifted education programs and services, for your gifted students that also qualify for special education or a 504 plan, have a Primary Home Language Other Than English (PHLOTE), or are currently identified as English language learners (ELL).

12. **Gifted Personnel Assurances** – Certifies that all teachers who have primary responsibility for teaching gifted students have or are working toward obtaining the gifted education endorsement.

13. **Teacher Demographics** – Specifies the gender and ethnicity of your current gifted education teaching staff.

14. **Contact Information** – Provides contact information for your grant contact (fiscal issues related to this application, ie: applications, amendments, completion reports), and your gifted education director/coordinator (primary point of contact for all gifted education programmatic issues).

HOW TO ACCESS THE GRANTS MANAGEMENT HOME PAGE:

☐ Log on to the Internet through your Internet service provider.

☐ Go to the Arizona Department of Education's web site at www.ade.az.gov

☐ Click on: **Common Logon** (*upper right-hand corner*)

☐ Enter your Username and Password. (*If you do not have a username and password, contact your administration to determine access protocol for the Common Logon*)

☐ Click on: **Continue >>**

❑ Click on the **Grants Management** option.

ARIZONA DEPARTMENT of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

You have authorization to use:

- Comprehensive Health Reports
- Grants Management
- LEA Profile
- No Child Left Behind Plans and Reports
- Title II Higher Education Act

[Change Password] [Logout]

❑ **Click on On-Line Applications**

GRANTS MANAGEMENT ENTERPRISE

Arizona Department of Education

ADE Home Page | Grants Home Page | Glossary | Contacts | FAQ's

Welcome to the Grants Management Home Page!
Our mission is to implement procedures that ensure the proper allocation, distribution, and expenditure of all federal and state funds administered by the department. The following links to our web pages contain information pertaining to educational grants funded from state or federal programs.

Click here to read about Newsworthy Trends in Grants Management

Grant/Project Information

Project Summary	View summary data for all current & past projects.
Fund Alerts	Access information on ADE Administered and Non-ADE Administered funds currently available to LEAs.
Application Downloads	Download application and supplemental information files.
On-line Applications	Enter and Submit Grant Applications to the ADE.
Amendments	Make an Amendment to an Existing State or Federal Project.
Cash Management Report	Submit monthly Cash Management reports for Federal projects and obtain previous report receipts for your audit trail.
Completion Reports	Enter and Submit project Completion Reports on-line.
Completion Report Downloads	Download Completion Report supplemental narrative

❑ **Click on Create New Application**

Instructions
- To create new application click Create New button.
- Select the application by clicking the application name.

00-00-00-000 : Arizona Department of Education

Fiscal Year	Application Name	Status	Last Update User	Last Update Date
	CSRD - Cycle I YEAR 2 Renewal	Application being edited by LEA	trainer2	
	Instructional Materials and Supplies for ELL Programs	Application being edited by LEA	trainer2	
	Vocational Education Basic Grant	Application being edited by ADE	rellis	
	School Safety Program Renewal Application	Application being edited by LEA	trainer2	
	No Child Left Behind (NCLB) Academic Support	Application being evaluated by ADE	krice	
	21st Century Community Learning Centers	Application being edited by ADE	bwalsh2	
	No Child Left Behind (NCLB) State Chem/Title IV	Application being edited by ADE	driggs	
	Career & Technical Education Basic Grant	Application being edited by LEA	trainer2	
	Title I, Part D State Agency Neg & Del	Application being edited by ADE	cjackson2	
	Early Childhood Block Grant	Application being edited by ADE	mdallman	
	Rural Low-Income Schools Program	Application being edited by ADE	nkonitzer	
	No Child Left Behind (NCLB) State Chem/Title IV	Application being edited by ADE	krice	
	Stewart B. McKinney Homeless Renewal Grant	Application being edited by LEA	trainer2	
	NCLB Title III Consortium	Application being edited by LEA	trainer2	
	Cycle II - Compensatory Instruction for English Language Learners	Application being edited by LEA	trainer2	
	IDEA Basic - Entitlement	Application Rejected by ADE	cjackson2	
	Professional Development Plan YEAR 2	Application being edited by LEA	trainer2	

Go Back   **Create New Application** ←

- ❑ **Click on** <u>**Gifted Education**</u>

- ❑ **Click:** **Continue**

- ❑ **Then, Click on** <u>**Create New**</u>

- ❑ **Read the Program Assurances**

- ❑ **Click:** **I Agree** **to continue.**

Now you will begin to build and complete your application. Be sure to follow all the instructions completely. Also, be sure to use your **exact allocation amount** when building your budget – *do not round*.

Each page that may need to be completed by your district or charter is listed on the left side of the Grants Management Enterprise page, and allows for scrolling between the pages. Clicking on the **small document icons** found within the left pane will give you access to contents of that page. Once you have entered and saved information within each page, the small document icon will appear with lines on it.

To get a copy of your application to use as a draft before entering on-line, click on **VIEW APPLICATION** and print the application**.** ***To print the application:*** *right click your mouse on the right side of the page, scroll to print, and click on the print button.*

SUPPLEMENTAL DATA

The FY09 gifted education grant application contains a required supplemental data section. **Please be as accurate as possible** in providing this supplemental information, as these data are used for both program evaluation and advocacy efforts on behalf of all Arizona public schools to support gifted education programs and services. There are also individual instructions online to assist you in completing each required section.

IMPORTANT: Be sure to always **save** each time you complete a section.

Gifted Education Program Narrative Questions

Indicate if your district or charter school has a current approved Scope & Sequence for Gifted Education Programs. (A local governing board and Arizona Department of Education approved Scope & Sequence is required to be eligible to apply for additional assistance funding for gifted education through this grant program. A 'Provisional Approval' is considered as in compliance for purposes of funding.) If you are unsure of your district or charter school's current approval status, please contact the ADE Gifted Education Unit.		
1	Please indicate if you have a current local governing board and Arizona Department of Education approved Scope and Sequence for Gifted Education Programs.	⃝ Yes ⃝ No

The following section is asking you to **briefly** describe how you are planning to spend your FY09 allocation within several general sections. Note, that this is different from the information and descriptions you entered with the fiscal application as individual budget items. Here, we are looking to capture information on how grant recipients are planning on spending their current allocated funds within broad, general categories. Only complete those sections in which you plan

to spend your grant funds. For example, if you have chosen to budget your funds to purchase testing supplies, and send teachers to a professional development conference, you would enter that information under "Identification" and "Professional Development" – and enter N/A in all other categories.

Note: This section not asking for information from your Scope and Sequence.

	Describe briefly the proposed uses of your gifted education grant funding for this year within the following general activities categories, as applicable. Please note this section applies to your FY09 gifted education grant allocation ONLY. If a section does not apply, please enter N/A.	
1	Administration	
2	Identification	
3	Academic Support (Curriculum & Instruction)	
4	Social & Emotional Support	
5	Professional Development	
6	Parent & Community Outreach	

7	Program Evaluation	

This section, however, **is** asking you to summarize information from your Scope and Sequence. You can choose to cut-and-paste from your current Scope and Sequence, if needed - or, you can simply summarize your process here, in brief.

Describe briefly your district's gifted learner identification process and procedures:	
1	Describe your district's gifted learner identification process and procedures:	
2	Please list all assessment instruments currently used to assist in identifying gifted learners in your district:	

Gifted Education Programming Options
The following section is a survey of the current programming options that will be available for your gifted learners during this current year (2008-2009).

Note the following (brief) definitions:

Self-Contained Programs
Gifted learners are placed within a class of all gifted learners for the entire school day. Programs may be multi-grade.

Pull-Out Programs
Gifted learners are pulled out for gifted education services for a portion of the regular school day.

Cluster Grouping
Gifted learners within each grade level are grouped together for differentiated instruction for the entire regular school day.

Flexible Grouping
Gifted learners are flexibly grouped together for content area differentiated instruction based on need. Groupings may be within grade and across grade levels.

Content Replacement

Gifted learners are pulled out for content replacement – such as reading or mathematics – for a portion of the regular school day.

Enrichment Programs
Gifted learners have the opportunity to participate in enrichment programs. These could be provided within several delivery models, such as through a pull-out program, push-in services within the regular classroom, or integrated within a self-contained program, for example.

Acceleration Opportunities
Gifted learners have the opportunity to be accelerated within content areas based on individual demonstrated readiness and need to receive appropriate out-of-level differentiated instruction. In general terms, this could mean accelerating a gifted learner to a higher grade level for instruction in a particular subject area, such as mathematics. In rarer cases, in could refer to whole-grade skipping.

Differentiated Instruction in the Regular Classroom
Instruction is differentiated for gifted learners when they are placed within the regular classroom based on individual demonstrated readiness and need.

Honors or Advanced Level Courses
Honors or Advanced Level Course options are available for gifted learners to access challenging instruction. These could be in multiple subject areas.

Individualized Learning Plans / Differentiated Education Plans
Individual learning plans are created and used to assist in providing and ensuring appropriate gifted education programs and services for gifted learners.

Independent Study
Gifted learners have the opportunity to engage in independent study. These opportunities could be embedded within other delivery models, or provided as a separate course during the regular school day.

Advanced Placement
Gifted learners have access to College Board approved Advanced Placement courses in high school.

International Baccalaureate Programs
Gifted learners have access to programs approved by the International Baccalaureate Organization. Programs could include the Diploma Program (high school), Middle Years Program (MYP – middle school), or Primary Years Program (PYP – elementary school).

Dual and Concurrent Enrollment Programs

Gifted learners have access to dual and concurrent enrollment programs, providing them the opportunity to receive college credit for classes taken while in high school or middle school. Course options may be delivered on-site, off-site, or online.

Academic Competitions
Gifted learners have the opportunity to participate in academic competitions. These may take many varying forms – such as Future Problem Solvers, Odyssey of the Mind, Science Olympiad, Academic Decathlon, etc.

Counseling / Guidance Services for Gifted Learners (Social and Emotional Support)
Gifted learners have access to counseling and guidance services to support their social and emotional needs and development.

Please indicate the gifted education programming options now available (2008–2009) within your district:		
1	Self–Contained Programs	○ Yes ○ No
2	If you answered yes to the above question, please also include a list of school site(s) with Self–Contained Programs along with the grade levels served. If this does not apply, please enter N/A.	
3	Pull–out Programs	○ Yes ○ No
4	Cluster Grouping	○ Yes ○ No
5	Flexible Grouping	○ Yes ○ No
6	Content Replacement	○ Yes ○ No

7	Enrichment Programs	☐ Yes ☐ No
8	Acceleration Opportunities	☐ Yes ☐ No
9	Does your district have a formal Acceleration Policy?	☐ Yes ☐ No
10	Differentiated Instruction in the Regular Classroom	☐ Yes ☐ No
11	Honors or Advanced Level Courses	☐ Yes ☐ No
12	Individualized Learning Plans / Differentiated Education Plans	☐ Yes ☐ No
13	Are these plans required for all gifted learners?	☐ Yes ☐ No ☐ Does not apply
14	Independent Study	☐ Yes ☐ No
15	Advanced Placement (AP)	☐ Yes ☐ No ☐ Does not apply
16	International Baccalaureate (IB)	☐ Yes ☐ No ☐ Does not apply
17	Dual & Concurrent Enrollment	☐ Yes ☐ No ☐ Does not apply

18	Academic Competitions (Examples: Future Problem Solving, Odyssey of the Mind, Science Olympiad, Academic Decathlon, etc.)	◌ Yes ◌ No
19	Counseling / Guidance Services for Gifted Learners (Social/Emotional Support)	◌ Yes ◌ No

Parent & Community Outreach

	Parent & Community Outreach: Do you have an active gifted education parent focus group or organization in your district?	
1	Do you have an active gifted education parent focus group or organization in your district?	◌ Yes: Our district has an informal district-sponsored focus group ◌ Yes: A formal parent organization exists in our district ◌ Yes: Our district has BOTH formal and informal groups ◌ No: We plan to form a new group or organization this year ◌ No
2	Please indicate the name and contact information for your formal parent group or organization (Indicate N/A if this does not apply to your district)	

Program Evaluation

This section is asking you to summarize information from your Scope and Sequence. You can choose to cut-and-paste from your current Scope and Sequence, if needed - or, you can simply summarize your evaluation process here, in brief.

Please briefly describe your plan to evaluate your gifted education program's effectiveness this year:
1	Please describe your plan to evaluate your gifted education program's effectiveness this year:	

Budget Information – Additional Assistance Funds

This section is asking you to indicate what approximate percentage of your additional assistance funds (your current FY09 gifted education grant allocation) you plan to use to supplement gifted education programs and services in the following grade levels:

K-2	3-6	7-8	9-12

Total Gifted Education Budget Information

Please note that this section is asking for data from the **2007-2008 school year**, for which complete data should now be available. You will likely need to work with your budget office to be sure you are accounting for all potential funding sources. Make your best estimate for expenses within each general category (as applicable) – it is not necessary to be accurate to the penny.

Total district funds budgeted to support gifted education programs for the 2007-2008 school year: Please make your best estimate within the following general categories (as applicable) – and include all local, state, and federal funding sources – to include sources such as M&O, all state gifted education grant funds (2007-2008 allocation and approved carryover), and Federal funds, such as Title I, II, III, and V – used to support gifted education in your district. Entries must be numeric only. Do not use dollar signs or commas.	
1	Administration	
2	Instructional Personnel	
3	Professional Development	
4	Curriculum and Instruction Materials and Supplies	

5	Identification/Testing Costs	
6	Other	
7	TOTAL ALL:	

Unused Funding

Unused Funding	
1	If you did not use your entire FY08 gifted education additional assistance funding, please explain why. If not applicable, indicate "N/A"	

Student Data

Please be sure all of your student data is entered as **complete and accurate as possible**.

A recommended verification is the following:

➢ **Ensure the total number of gifted students entered per grade level bands equals the total number of male and female gifted students, and the total number of gifted students reported by ethnicity.**

Indicate the number of gifted students in your district per grade level.

	K–2	3–6	7–8	9–12
Gifted Students				

ALL Students				

Each field is required. If zero, enter 0.

In row one, indicate how many students in your district are identified as **Gifted** in each category, according to your district's definition.

In row two, indicate how many students in your **District** are in each category.

	Male	Female	White, non Hispanic	Black, non Hispanic	Hispanic	American Indian/Alaskan Native	Asian or Pacific Islander
Gifted Students							
ALL Students							

Special Populations Information

Please answer the following questions regarding special populations of gifted learners served by your district. You may need to coordinate with your district's Special Education and ELL directors/coordinators.

DEFINITIONS:
Special Education / 504 Plan: Students with either an IEP or 504 plan.
PHLOTE: 'Primary Home Language Other Than English' (IFEP)
ELL: Include all students currently receiving services or are under monitoring for ELL (NELL, CELL, RFEP, CFEP)

	Special Education / 504 Plan	PHLOTE (Primary Home Language Other Than English)	ELL (ALL: NELL, CELL, RFEP, CFEP)
Gifted Students			
ALL Students			

For this section:
This section is asking you to summarize information from your Scope and Sequence. You can choose to cut-and-paste from your current Scope and Sequence, if needed - or, you can simply summarize your evaluation process here, in brief.

Please briefly indicate how your district provides for the identification and services for the following special populations of gifted learners:

Special Education / 504 Plan (Twice-Exceptional Students)		
1	Describe briefly your district's process for the identification of twice-exceptional gifted learners.	
2	Describe briefly your district's model for providing appropriate gifted education services for twice-exceptional gifted learners:	
PHLOTE (Primary Home Language Other Than English - IFEP)		
1	Describe briefly your district's process for the identification of gifted learners who have a Primary Home Language Other Than English:	
2	Describe briefly your district's model for providing appropriate gifted education services for gifted learners who have a Primary Home Language Other Than English:	
ELL - English Language Learners All students who are currently receiving services or are under monitoring for ELL (NELL, CELL, RFEP, CFEP)		
1	Describe briefly your district's process for the identification of gifted English language learners (ELL):	

2	Describe briefly your district's model for providing appropriate gifted education services for gifted English language learners:	

Gifted Personnel Assurance

Gifted Personnel Assurance

Gifted Personnel Assurance	
1	Do you certify that all district teachers who have **primary responsibility** for teaching gifted pupils have obtained or are working toward obtaining the appropriate certification endorsement in gifted education as required by the state board of education?	◌ Yes ◌ No

Teacher Demographics
Note that "gifted education teachers" refers to those teachers who have primary responsibility for providing gifted education to gifted learners.

State the number of gifted education teachers in your district by gender and ethnic category. If zero, enter 0.

Number of Male Gifted Teachers	Number of Female Gifted Teachers	Number of White, non Hispanic Gifted Teachers	Number of Black, non Hispanic Gifted Teachers	Number of Hispanic Gifted Teachers	Number of American Indian/Alaskan Native Gifted Teachers	Number of Asian or Pacific Islander Gifted Teachers

Contact Information

Enter the name and contact information for your GRANT CONTACT (primary point of contact for all fiscal issues related to this grant– i.e.: applications, amendments, completion reports), and

your Gifted Education Director/Coordinator (primary point of contact for all gifted education programmatic issues).

GRANT CONTACT	
1 Name:	
2 Phone Number:	
3 email address:	
4 Mailing Address: District/School Name Street Address City, State, Zip Code	
Gifted Education Director/Coordinator	
1 Name:	
2 Phone Number:	
3 email Address:	
4 Mailing Address: District/School Name Street Address City, State, Zip Code	

SUMMARY AND SUBMIT:
When all required forms have been completed:

1. Click on **SUMMARY & SUBMIT**. The application program will check for validation.

2. A list of errors will appear if any are detected. All errors detected must be corrected before the application can be successfully submitted.

3. Correct all errors and click on **SUMMARY & SUBMIT**.

GRANTS MANAGEMENT ENTERPRISE

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Sand Castle Preschool
Preschool Program
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ECBG Contact Information
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① SUMMARY & SUBMIT

EXIT APPLICATION

Validation Messages

❌ At least one site sheet for a Full Day Kindergarten Program has been completed but no funds have been allocated.

❌ A site sheet for K-3 Programs must be completed.　**②**

❌ Preschool Program Description Error: Page # 1 Question # 1 Please complete additional site sheets.

❌ Preschool Program Description Error: Page # 3 Question # 41 must be the correct total of Question #s 29-38+40. The correct Total is 25000

❌ General Error: You have completed a site sheet for a Full Day Kindergarten program but have not completed the Full Day Kindergarten Program Description forms.

❌ General Error: You have distributed funds to K-3 Programs but have not completed the K-3 Program Description forms.

❌ Contact Sheet Error: Question # 2 is invalid. Make sure that the CTD is 6 characters long and just numbers (999999).

4. **Print the Summary by:** right clicking your mouse here.

5. Scroll to Print

6. Click on **Print**

6. Scroll to the bottom of the Summary

7. Click on **Submit Application**

1. Print the Application Receipt per printing instructions above (#s 4-6).

GRANTS MANAGEMENT ENTERPRISE

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APPLICATION RECEIPT

Instructions
- Please print this page for your records.
- To go back to the list of application click 'Go to Application List'

District	Arizona Department of Education		
CTDS	000000000	Entity ID	79275
Application Name	Gifted Education		

Submitted By :	trainer2
Submittal Date :	

Go to Application List ◄——— 9

9. Click on the   **Go To Application List**   button.

Questions?

Please feel free to contact the Gifted Education Unit if you have any questions or concerns regarding the application process for this grant program:

Peter Laing
Director
Gifted Education / Advanced Placement
(602) 364-3842
Peter.Laing@azed.gov

You may also contact the **Grants Management Office** at (602) 542-3452, or via E-mail at grants@ade.az.gov